Class Title: IT Infrastructure Support Analysis/Senior   Division: Administrative Services

Class Code: V07073   Position No.: 22002

Position Type:

Permanent: <u> X </u> Full Time   Pay Grade: 16

Temporary: <u> </u> Full Time

Salary Range: Annual $42,180 – 50,000

Working Hours: <u>40 hours weekly</u>

 Duties:

1.   Act as the Project Manager during the design and development of the agency-wide computer system, including upgrades and enhancements.

2.   Communicate with agency administration and staff to develop and maintain an understanding of the department mission, business rules and information needs in order to evaluate database and information system development and maintenance.

3.   Conduct structured walk-throughs with contractors and users before testing and implementation of each subsystem and/or enhancement. Conduct structured testing prior to implementation. Coordinate and supervise user-testing sessions. Investigate and identify errors or bugs in system once implemented; Take corrective action. Maintain system once implemented (update codes, run daily batch processing scripts).

4.   Develop forms (computer screens) and reports (computer print-outs) as needed.

5.   Evaluate working condition of system (monitor table space, database error messages) and review information entered into system to ensure data integrity.

6.   Write complex queries and procedures to obtain data from the database to fulfill internal and external requests. Write complex queries and procedures to link data from the department's database and other databases.

7.   Communicate with outside entities to provide database files for nation-wide regulatory activities.

Education, Skills, Abilities and Experience:

Required experience:

- System analysis, design and programming
- Oracle Form Builder 6 or greater
- Oracle Report Builder 6 or greater
- PL/SQL
- TOAD 7.x or greater
- Word
- Access
- Excel

Knowledge of the insurance industry helpful.

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Deadline for Application: June 16, 2006

Position Available: Immediately

PROCEDURE: If you feel you have the qualifications for the above position, you should obtain an "Application of Transfer" or fill out the attached form. Completed applications must be returned to Kathy Vandenberg.